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Director of Training

28 October 1960

THRU : C/PPS and DDTR

Educational Specialist

Suggestion for Weekly Bulletin

1. In conducting my activities I frequently find instructors who, for one reason or another, are unaware of certain activities or opportunities existing in OTR or other components.

2. I would like to suggest for your consideration the establishment of some form of a Weekly Activities Bulletin for distribution to all OTR schools and staffs.

3. Such a Bulletin might include information and notice of activities of interest to the instructors or other OTR personnel, including:

- a. schedule of OTR/Agency film showings of interest to training
- b. list of new books, articles, etc. related to our subject fields
- c. special type briefings and meetings open to and of interest to the instructors
- d. any messages from DTR/DDTR's staff of general interest and importance, supplementing topics taken up at staff meetings
- e. current announcements from any School/Staff
- f. information of reports due, etc.
- g. new training aids/devices available

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NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 060278 By: 029

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4. The Bulletin could be mimeographed with little resultant expense. Any notices for inclusion could be channeled to the responsible office for making up the Bulletin; i.e., Registrar's office, Executive Officer's office. Deadline for inclusion of materials might be Thursday p.m. with Bulletin production and distribution by Friday p.m. for use during the ensuing week.

SIGNED

[REDACTED]

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Distribution:

Orig. & 1 - Addressee

1 - [REDACTED]

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1 - PPS

OTR/PPS/[REDACTED]:nld (28 Oct60)

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